

NPSpecies Data Entry Standard Operating Procedure

Revision Log

Revision	Description of Change	Author	Effective Date
1	Original	G. Sanders	Oct. 1, 2005

Purpose

This standard operating procedure (SOP) provides a quick introduction to entering biological inventory data into the online and desktop version of NPSpecies.

Scope and Applicability

NPSpecies is the National Park Service database to store, manage, and disseminate scientific information on the biodiversity of organisms in National Park Service units throughout the United States and its territories. The database is available in an online version and a desktop version for parks or offices that have slow connections to the internet. Data should always be entered into the online version of NPSpecies if possible except to add ANCS+ data as indicated. The off-line version may be helpful to generate reports and perform data analyses that are not possible using the online version.

Reference Documents

NPSpecies: <http://science.nature.nps.gov/im/apps/npspp/Discover.htm>

NPSpecies Desktop Application:
<http://science.nature.nps.gov/im/apps/npspp/DesktopApp.htm>

Data Dictionary and Training Documents:
<http://science.nature.nps.gov/im/apps/npspp/Documents.htm>

Procedures and General Requirements

Entering Data into NPSpecies (Online)

Log into the NPSpecies webpage (<https://science1.nature.nps.gov/npspecies>); you will need a user name and password (available from NCRN Data Manager: Geoff Sanders 202-342-1443x230).

Select "Secure Utilities" from list at left.

Select "Edit Records."

Choose the park for which you wish to enter data and click "Submit."

Select the group for which you will be entering data (e.g., mammal, bird, vascular plant) under the correct heading (e.g., references, vouchers, observations).

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Add References: click on “Add New Reference” if the reference has not been entered into NatureBib already. You can then add the information for the reference (e.g., title, author, date, keywords, abstract).

To search for existing references: click the “Search For and Link to a Reference Not Listed Below” button. You can then search for the reference by title, author, Bibkey ID#, etc. If the reference already has some information associated with it in NPSpecies, it will show up in the list of references in the left column and you can simply click on it to bring up the current list and then add to it or edit it.

To add species to an existing reference: click on the “Add Additional Names to This Reference” button once the reference information is displayed in the right-hand portion of the screen (i.e., after you have added a new reference or clicked on a pre-existing one). This will bring up a pick-list of all species linked to the park. You can add any species on this list to the list for that reference simply by clicking on the species name (sorted alphabetically within taxon group).

To add multiple species at a time: hold down the Control key when selecting species. Selected species will appear highlighted on the list. Click “Submit Edits” once you have selected the species you wish to enter. The species should then appear below the bibliographic information for the reference (bottom of the right side of the screen). You can add as many species as you would like at a time, but be careful about trying to select too many at once because if you forget to hold the Control key down when you select one, all other highlighted species will become un-highlighted, and then you have to go through and select them all again.

To delete species from a reference: click on the “Delete Names From This Reference” button. This will bring up a pick-list of all the species currently entered for the reference. You can select any species desired (use Control key to select more than one), and then click “Delete.”

To add a new species: If you need to enter a species name that is not already linked to the park (doesn't show up on the pick-list), click on “Species” in the left column toward the top. This will bring you to the overall park species list for the taxon group you are currently under. If you need to enter a species for a group other than the one you originally entered the reference under, click on “Other Species Categories” and choose the desired taxon group from the far left list (“Park Species List”). You can then simply click on the “Add New Species Name” button and type the species you would like to add into the top-most box in the “Name Search” pop-up box. You can enter only a portion of the species name as well (e.g., just the genus) and it will search for any species containing that portion. After you enter the name and click on the “Search” button, the matches in ITIS will show up in the bottom portion of the pop-up box. You can then select the name you wish to add (you may click on “Taxonomic Profile” to get more information about your selection before adding it), and then click on the “Add to Park-Species List” button. Then just fill in the information you

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have (you can enter park status and such if you know it, but you can usually leave these blank) and click on the “Submit Edits” button. The species is now on the park species list and can be linked to a voucher, observation or reference. If the species you wanted had not shown up in the list after you did your ITIS search, you can add a new species into ITIS. To do this, click on the “Add New Name” button and fill in the new information, and then follow the same procedure as above.

Add Vouchers: click on the “Add New Voucher” buttons at the top left of the screen and then add your information (enter as much information as you have; it will prompt you if you have skipped any required fields).

Put specimen identification number from PI into Comments box.

Also see adding ANCS+ data in Section III below.

Add Observations: click on “Add New Observation” then add your information (enter as much information as you have; it will prompt you if you have skipped any required fields).

Downloading NPSpecies Data for the Desktop Version

To download the desktop version of NPSpecies, go to
<http://science.nature.nps.gov/im/apps/npspp/DesktopApp.htm>

From the NPSpecies home page (On-line version), select “Secure Utilities” from the list at left.

Select “Download Data.”

Choose the park you would like to download data for and click on the “Submit” button (you can only choose one park at a time). The date next to the park name is when the data was last changed. You do not have to download data if it has not changed since last time you downloaded.

Choose to save the data to a disk or to your hard drive.

Using the Desktop Version of NPSpecies

When you start up the MS ACCESS program, a window will open telling you which files the program is linked to (or asking you to link files, if that has not already been done). The Working Data File is the file with the specific park data that you downloaded from the online version of NPSpecies. If the program is not linked to the Working Data File for the park you wish to work on, select the “Tools” button from the main screen and browse to the file for the desired park. Once you have browsed to and selected the park file (Working Data File) you would like to work on, click on the “Link Files” button. The rest of the functionality is fairly self-explanatory.

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For Adding ANCS+ data: click on the vouchers tab. All the vouchers that have already been entered on the online version should be listed.

Click on the tree icon next to a voucher record.

Under View, select ANCS+. The entire record will appear with ANCS+ data fields.

Enter the appropriate Catalog data and ANCS+ data. Then hit the Specimen ID button to auto-generate a Specimen ID.

When all the voucher data has been entered, click the ANCS Export button to create a txt file. Save the txt file and send it to the park museum specialist.

NOTE: *DO NOT DELETE ANCS DATA from NPSpecies when asked. Delete only after ANCS data has been successfully imported by the park museum specialist.*